

Risk

Parents

Area	Specific Item	Information	Risk Management
Drop off and collection	Where	Arrive on the front playground and send your child to stand in front of their teacher in a line. Children are no longer needed to be 2 meters apart, however they will be encouraged not to hug and touch each other.	Social distancing markings will be provided for adults please adhere to these and consider distancing on the pavement outside of school where we cannot provide marking.
	When	At the allotted time given for your class. Please be mindful of not being too early as this will cause a problem with distancing on the pavements outside of school.	Parents will need to arrive at this time not early and not late.
	Face covering	As of the start of new lockdown in November all parents are asked to wear face covering when entering the site and outside on the pavement.	Face covering are promoted by the government guidance to further mitigate the RISK of spreading the virus when social distancing cannot be observed as strictly as 2m.
	Social Distancing	In light of the new lockdown and further government information we are regularly, reminding parents that they should observe the 2m distance rules from other parents/children	Following government guidance, the more parents adhere to 2m social distancing rules the lower the RISK of passing on the virus

		not approach staff but to use the communication systems in place such as DOJO and the school office via the telephone.			and jeopardising the impact on the whole school community. Thus parents supporting school staff to keep school as safe and resilient to the virus as possible.
	No of parents/children Maximum 90 children at 15 minute intervals	Class:	Arrival:	Collection:	<p>Parents will enter from the double gate and this will be marked with 2 meter spacing they will send their child to the line with their class teacher and walk out of the other gate. They will not have any contact with the adults in school.</p> <p>At the end of the day parents will have to queue to collect, teachers must be prompt at arriving in the playground with the children and do not engage with parents.</p> <p>Parents must only arrive at allotted times and observe social distancing while</p>
		Owls	8.45am	14.45	
		Robins	8.50am	14.50	
		Woodpeckers	8.55am	14.55	
		Foxes	9.00am	15.00	
		Hedgehogs	9.05am	15.05	
		Squirrels	9.10am	15.10	
		Bees	9.15am	15.15	
		Caterpillars	9.20am	15.20	
		Ladybirds	9.25am	15.25	

				<p>outside of school gates on the pavement.</p> <p>During wet weather, staff will position across classes and playgrounds and supervise children going straight into class.</p>
	Siblings	Arrival times are that of the youngest.		Siblings will be brought to school at the same time as the youngest sibling and will delivered to their classroom via the back door of the room by a member of staff on the playground they will be asked to wash their hands. They will be met at the door by their class teacher or teaching assistant.
	Who	1 adult should bring each child		This will help with social distancing both in school and on the pavement outside.
Children's Equipment/Things from home	Book Bag	This should not be brought to school.		This will avoid having to wipe items brought from home into the bubble.
	Contact Book	This will not be in use we will provide instructions for how to communicate with the class teacher directly using class dojo. All parents have now had information about how to sign up to		

		<p>dojo. Those that did not respond to the parent mail instruction have been reminded via a sticker. Those that have still not engaged will be phoned by the class teacher to offer support and explain the purpose and importance of DOJO.</p> <p>Special instructions have been written for EAL parents and CC is happy to phone and talk these parents through the instructions as well. Teacher to send CC any parents they would like her to call.</p>	
	Reading Book	<p>Your child will bring home a plastic wallet of books on a Monday you should read through these books during the week and return the books and wallet on a Friday.</p> <p>Wallets not returned on a Friday will not be taken back until the following Friday to ensure quarantine and cross contamination does not occur.</p>	<p>This will lessen the risk of contamination from home to school or school to home. New books in a wallet will be sent out each Monday.</p>
	Spellings	<p>This will be shared electronically on a weekly basis</p> <p>Through DOJO</p>	<p>Children will have a spelling book for their test in school, the results will be communicated electronically.</p> <p>Through DOJO</p> <p>The results will be added to the card that the new</p>

			spellings are sent out on each week.
	Online Learning	In the event of school being closed, your child's class being closed or your child not being able to attend while waiting for a test result work will be provided on line.	Communication will be made with you by school as to where the work will be available and the expectations on you to complete it and return it to school. This work will reflect what your child will be missing in the classroom. It is expected by school that in this circumstance the work will be communicated and returned via DOJO
	Water Bottle	This should be brought on the first day and is very important to ensure your child has their own identified bottle to use all day.	These will be kept in school after the first day and washed refilled by the bubble grownup and placed back in the child's desk area for them to have daily.
	PE kits	All children will bring these into school on the week beginning the 2.11.2020	PE kits will be kept in school for the whole term Children will be supported to change in a organised style so that clothing is only put on their chair and does not stray onto others.
	Christmas Cards	Children can bring Christmas cards to school for the children and adults in	Each class will have a box for children to place their

		<p>their class bubble from the 30th November to Friday 11th December 2020. Any brought after this date will not be accepted.</p> <p>Children should not bring gifts into school to exchange with other children.</p>	<p>Christmas cards in, this box will not be emptied by the adults and sorted until Tuesday 15th December. Card will be handed out to the children to go home in one bundle by Thursday 17th December 2020.</p>
	Christmas Gifts for Adults	<p>If you are intending to send a Christmas gift in to school for your child's adults, please can we ask this is only done on Friday 18th December 2020.</p>	<p>Adults in school will not be opening any gifts in school and will be taking them home.</p>
	Junk Modelling	<p>Junk modelling items can brought to school at designated points when asked for by the class teacher via DOJO. These items will be placed directly into black sacks on arrival. Staff members will also be asked if they have items they can supply.</p>	<p>Items will not be touched for 72 hours and children will be supported to used them in a safe way (see children's RISK assessment)</p>
Lunch arrangements	Free School Dinner	<p>These will be served in the hall with staggered times for your child.</p>	<p>Classes will be in the hall with other members of their year group at a distance and for short periods of time. Between each sitting the tables and chairs will be cleaned down with antibacterial spray.</p>

	Packed Lunches	Parents can provide their own lunches must adhere to school policy on no NUTS.	If own lunches are being brought from home they will need to be in container that can be wiped on arrival to school and must not be in a cloth lunchbox.
Communication	Via Email or Telephone Class DOJO	No parents on site during the school day apart from drop off and pick up.	Parents will not be spoken to at the school office they must continue to use email, telephone or Facebook messenger. The pedestrian gate will be kept locked.
Correct contact information	Up to date telephone and email address.	Parents must ensure that they inform school of any change of contact details.	Parents must ensure they answer the phone call immediately and respond to schools request quickly.
Collection in case of illness	Immediate answering and collection	Children will be moved to a safe area away from others and asked to wear a mask if they are showing symptoms of COVID 19.	Parents will collect from the back of the sunshine room door from the end of the path. Communication about the illness symptoms as much as possible will have been communicated by the telephone call already had. If initial contact is not made with the first emergency contact listed school will call others on the list to ensure

			the child is not on site any longer than necessary.
COVID Symptoms	Any high temperate or cough or rash in children	<p>Parents should not contact their doctor. They should register with 111 on line systems and books a drive through test. These are usually done within hours and results received within 24 hours.</p> <p>If a parent does not drive they should register for a home test kit and complete this as soon as it arrives this should be within 24 hours. Results for these tests once returned are within 72 hours.</p>	<p>Children will not be able to return to school until they have been tested and results received. It is vital that parents communicate with school about these results as quickly as possible so that school can adhere to government guidelines. If the child has no symptoms then they must adhere to isolating at home advice for 14 days as must the other family members.</p> <p>School has some home testing kits on site, these to be given out if needed according to the criteria</p>
Clothing	Children will need to wear school uniform	Clothing needs to be regularly laundered as normal.	<p>To ensure staff are not needed to come into physical contact with your children please practice with them putting on and taking off different clothing items. Shoes without laces so that they can do them themselves.</p>

			Practise zipping coats and putting sleeves into the right way. These are all good independent skills for the children to have.
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